



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## EDUCATION ACADEMIC PROGRAM MANAGER

Job Number: 20001093

Job Code: 53120V000101

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 07/01/1991

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the general direction of a division director, supervises professional staff and provides consultative services, technical assistance and direction to local educational agencies in planning, developing and implementing curriculum content for selected areas of instruction; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a master's degree in education or a related field.

#### **EXPERIENCE:**

Must have six years of professional experience in the field of education.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Current Rank II or Rank I certification by the Department of Education or Education Professional Standards Board will substitute for the required educational requirement.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises a staff of professional consultants in providing assistance to local school systems in various subjects. Interprets, applies and enforces state and federal laws, rules, regulations and policies. Provides administrative direction and guidance to planning, developing and implementing quality programs for selected areas of instruction. Recommends minimum standards for educational programs including curricula, facilities, equipment and staff development. Advises educational agencies in developing programs mandated under K.E.R.A. Coordinates in service training of local staff. Evaluates staff programs. Plans and develops budgets. Recommends the allocation of resources available for various programs. Coordinates resources for producing plans and annual reports. Plans and conducts in service workshops for C.B.V.E. Works with colleges, universities and state vocational technical schools to improve programs. Attends local, state, regional and national meetings to determine programs direction and policies. Provides coordination between various organizational units within the Department of Education including curriculum development, curriculum training, accreditation, program development and publications. Monitors new instructional materials and methods. Prepares correspondence for management personnel. Assigns, approves and reviews the work of the staff of the organization unit to which assigned.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Travel is minimal.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*